

## In this issue...

New Copiers On Campus  
NDSurplus Enjoys Continued Success  
Did You Know?  
Successful 2nd Annual Fall Vendor Fair  
buyND Update  
Grainger and Invitrogen Catalogs  
Available On-line  
buyND Upgraded to 4.1  
Spotlight: Procurement Services

## NDSurplus Enjoys Continued Success

Since the start of the NDSurplus Program a year ago, NDSurplus has been successfully meeting the needs of many departments across campus. In their first year of operation, NDSurplus redistributed 4,040 items to 143 departments. For example, one department needed matching chairs for their conference room. By utilizing the surplus property program, they were able to avoid spending \$2,300 on new chairs. Two other departments were expanding and needed office furniture. They were able to completely furnish their offices with desks, files, bookcases and chairs through NDSurplus. These are just a couple of the many examples of how NDSurplus can provide avenues to obtain products and equipment.

For more information about NDSurplus and the items that are currently available, contact Frank Parker, Manager for Central Receiving, at 631-7026 or visit our website at <http://buy.nd.edu/surplus>. ♦



## New Copiers On Campus

It was approximately one year ago that we announced in the IrishBuyer that a new master agreement would soon be in place. In July 2004, that contract became a reality and the University entered into a 5-year agreement with Xerox Corporation. As a result of the agreement, over 200 aged copiers were replaced across campus during the month of August. Procurement Services would like

2. All equipment provided under this agreement are multifunctional devices. This means that they function as both a copier and a printer if it is network connected device. Due to the lower printing costs associated with these devices, many departments are taking advantage of this opportunity. Users are able to submit their document, select the number of copies, have it



Notre Dame's Xerox Account Team (from left to right): Kendrick Largent, Brett Kohler, Kim Curtis, Dan Oliver, Robin King, Theresa Wolbeck

to thank the entire Notre Dame community for its support during the first phase of the rollout.

### Benefits of the Program

The copier agreement with Xerox is a cost per copy program, which means that departments are billed a flat rate for the actual number of copies made. This billing method presents many benefits for departments when contrasted with the old way of purchasing equipment and setting up maintenance contracts for every copier.

1. All supplies – except paper and transparencies – are included in the contract. With the toner and staples stored in Central Receiving, no department should have a problem keeping its supplies well stocked.

collated and stapled right from their desk.

3. With two on-campus service technicians, departments can expect a 2 hour response time on service calls. In most cases, the problem can be fixed that same day.
4. There is one number to call for service and supplies. Set up specifically for the University of Notre Dame, you can reach the Xerox Help Desk by calling 888-637-6888. The Help Desk is responsible for dispatching one of the on-site service technicians or a supply courier, as needed. They can also help with service issues on-line and resolve minor problems or questions.

### Using The Dual Printer/Copier Option

Procurement Services is encouraging all

## Did You Know?

Did you know that there is a hosted catalog for Adobe and Microsoft products in *buyND*? We currently have two contracts for Microsoft products: the *Campus Agreement* and the *Select Agreement*. The Campus agreement is most commonly used for purchasing Operating Systems and Office Professional Suites. Our Select Agreement is focused on all of the other Microsoft applications. For Adobe, we have a Contractual License Program agreement in place. The discount provided on this program allows us to purchase Adobe applications at a savings of nearly 60% below retail.

To search for and order Microsoft or Adobe Software titles in *buyND*:

- Launch your Web browser and (via insideND) login to *buyND*.
- From the "Home Page", enter the name of the software title in the "Enhanced Search" preview tab, product description area. For example, you would enter Visio to search for Microsoft Visio software. *buyND* will list each occurrence of the word "Visio".
- At the top, you will see the Visio license and media kit. Simply check the box next to the license and/or media kit and input the correct quantity (if more than 1).
- Click "Go" to add the item(s) to your cart.
- Then complete your *buyND* requisition as usual.

Note: To reduce cost, you have the option to purchase only one copy of the media (Installation CD). However, you still have to purchase the correct number of licenses to match the number of computers on which the software will be installed.

Microsoft and Adobe are continually adding new titles and upgrading current software. If there is a title or upgrade that is available, but does not appear in *buyND*, please notify Dan Brewer (dbrewer@nd.edu), Nina Hershberger (nhershbe@nd.edu), or Dana Harmeyer (dharmeye@nd.edu). The title with the correct pricing will be added to *buyND*'s hosted catalog as soon as possible. Until they have been added, you can also order the new or upgraded titles using *buyND*'s non-catalog ordering feature.

For assistance in buying software, you can contact the Procurement Services Help Desk at 631-4BUY, or if you know

the title, you can contact SHI (Software House International) at 888-764-8888 (Terry Marchetti, extension 6020 or e-mail Terry\_Marchetti@SHI.com). You can also contact (Kelly Cooper, extension 7154 or e-mail Kelli\_Cooper@SHI.com). ♦

## 2<sup>nd</sup> Annual Fall Vendor Fair Is Successful

Last September, Procurement Services hosted the 2<sup>nd</sup> Annual Fall Vendor Fair in the Joyce Center. Over 1,200 University faculty, staff and graduate students came to meet preferred University vendors. This year's event was even bigger than last year's. With the addition of advertising specialty vendors, there were 98 booths representing areas such as scientific equipment, office supplies, printing, financial services, computers, computer peripherals, and internal departments.



Henry Davis from MCE - our preferred compatible toner cartridge manufacturer - talks with fair goers

The number of faculty, staff and graduate students in attendance once again exceeded vendor expectations. They stated that Notre Dame has succeeded in putting together a quality fair that they do not find at other universities. Feedback from members of the University community indicated that the large representation of vendors, the opportunity to ask questions, and the food and vendor samples made for a wonderful experience. The resounding response to our Fall Vendor Fair questionnaire from both the vendors and Notre Dame Community indicates a desire to continue this as an annual event.

Here are a few comments from the survey:

*"As a new staff member at Notre Dame, this was very helpful. Not only was I able to introduce myself to contacts that I have talked to - but finding out what the future holds in regards to Purchasing (i.e. who plans on moving to a punchout, what new products they are working on, etc.). Thanks for the contacts."*

*"The vendors were very helpful. I took a lot of information back with me for future reference."*

*"I learned about quite a few services offered by the ND community (Print Shop, Catering) that I didn't know about. It was very helpful."*

See Vendor Fair on page 4

## Q & A

### Question:

Why is receiving your Purchase Order important?

### Answer:

*This process allows you to verify that the product or service has been delivered by the supplier before Accounts Payable pays for it. In the past, signing the pink copy of the Purchase Order and sending it to Accounts Payable was the process to confirm your receipt of an item. In *buyND*, you can perform this function electronically without having to search for the pink paper copies in your files. Just click on the "Receipts" tab, enter the Purchase Order number, and complete the receiving steps. If you would like to learn more about receiving, visit the *buyND* website (<https://buy.nd.edu/buynd>) where you will find animated tutorials and FAQ's to help you.*

### Question:

How do you return an item(s) in *buyND*?

### Answer:

*Returning is a two part process. The first thing you need to do is contact the supplier who may give you a RMA (returned merchandise authorization) number. Return instructions may be located on the packing slip. If you have any problems with this step, please call Procurement Services at 631-4BUY. The second thing you will need to do is to go into the "Receipts" tab and post a return for those items. This will ensure that Accounts Payable does not pay for the items that have been returned.*



# e-Procurement NEWS

A Regular Feature On Notre Dame's e-Procurement Initiative

## buyND Update

On July 1<sup>st</sup>, a campus-wide e-mail was sent by John Affleck Graves, Executive Vice President and Nathan Hatch, Provost, announcing the completion of a major milestone in the Renovare project, which is the replacement of the University's financial system. Months of planning, meetings, and coordination paid off when *buyND* was also upgraded as a part of the Renovare project.

Along with the change in the financial system, a new version of *buyND* was rolled out to the entire campus. From May to July, the Procurement Services team along with OIT Instructors were busy training users across campus. We hosted over 90 classes and have now trained over 800 users. Tips, animated tutorials, FAQ's, quick reference guides, and other training materials are accessible to all our users through the *buyND* website (<https://buy.nd.edu/buynd>). The help desk staff was also trained in this major transition. Along with the training, significant work was performed to ensure that the new *buyND* system integrated

with the financial system and with the University's suppliers.

Since our go-live, we have:

- Generated over 14,000 purchase orders
- Trained and added additional users to the system
- Added over 30 suppliers to the Science Catalog to bring our total availability to 60
- Implemented two upgrades to *buyND*, which added features such as improved search capabilities and other technical improvements

As we continue on this e-procurement journey, we would like to take this opportunity to thank all the *buyND* users for their continued support. ♦

## Grainger and Invitrogen Catalogs Available

We have recently added two punchout catalogs to *buyND*. As a result of a price agreement between the University and Grainger Industrial Supply, a

punchout catalog was added to ease the ordering of maintenance, repair, and operational supply items. This catalog is listed under the "MRO/Facilities" category in *buyND*. The prices contained in the punchout reflect Notre Dame's discount and include freight.

Invitrogen's catalog was also added to *buyND*. They are frequently used as a supplier by the Science and Engineering community at Notre Dame. This catalog is listed under the "Lab Supplies" category in *buyND*.

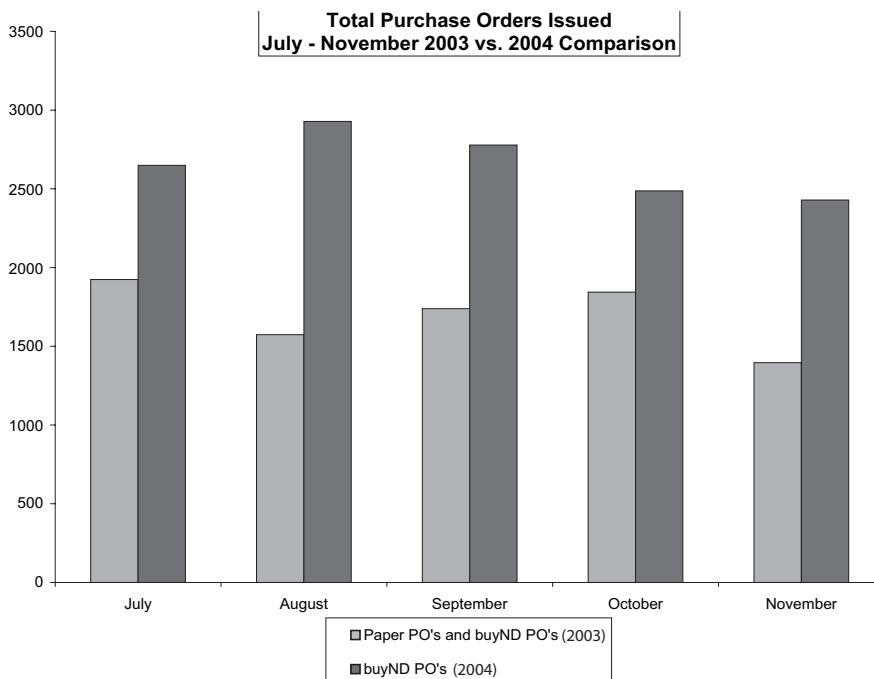
Both suppliers offer features in the punchout such as quick ordering, storing frequently ordered items in the punchout, and detailed product information. Be sure to check out the "Supplier Tips" on the *buyND* website (<https://buy.nd.edu/buynd>) for more information. ♦

## buyND Upgraded to 4.1

On November 15<sup>th</sup>, the *buyND* system was upgraded to Version 4.1. This version provided us with several features that will help users at Notre Dame:

- Quick searching for requisitions and purchase orders
- An "Enhanced Search" tab for finding products
- Additional hosted catalog information such as last product, catalog and price update
- A special icon to identify Science Catalog suppliers

User feedback was used to create enhancements. We continue to work with our solutions provider to implement features and improve productivity in the system. ♦



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# To:

## Spotlight: Procurement Services



**Nancy Fulcher** completed her MBA from Bethel College this fall. She has been a part of the Procurement Services team since August, 1990. Nancy was hired to help the

department “catch up” and has enjoyed every challenge that has been presented to her. As a Procurement Specialist, she has been responsible for buying numerous commodities and services. Currently, she serves as the subject matter expert for *buyND*, manages several commodity areas, and facilitates complex services proposals. Nancy is a graduate of the University of San Francisco, where she earned a Bachelor of Arts Degree. Congratulations Nancy! ♦



**Jack Woolley** is the coordinator for surplus property and received the Spirit Award for his work at *NDSurplus*. The Notre Dame Spirit Award is presented to staff members who, through exceptional

service, positively affect the lives of others. Recipients are known for leading

by example, bringing out the best in coworkers, and carrying on the best aspects of the Notre Dame tradition. Jack consistently goes above and beyond to provide excellence in customer service, which in turn inspires others to achieve more. We are grateful for his work in making the *NDSurplus* program a success! ♦



**Dan Traub** has accepted a position with SciQuest, where he will be responsible for technical sales and support. He will bring to SciQuest his unique experiences from a

customer’s perspective, as he has truly “walked the walk.”

Dan was the first MBA intern hired by Procurement Services. After graduation, he accepted the position as Director, Procurement Systems, to lead the University’s e-procurement initiative. There have been many milestones in Notre Dame’s e-procurement initiative and rollout across campus over his tenure. Dan also played an integral role as part of the *Renovare* project. His energy and vision will be missed. We all wish Dan the best of luck in his new endeavor. ♦

## Copiers

*See Copiers from page 1*

departments that have network connections to take advantage of this capability. If you do not currently have an available connection, there will be a cost for installing one. To obtain a cost estimate and arrange for this connection, please follow the on-line instructions at <https://ncr.nd.edu>. The Xerox technicians can assist in loading the appropriate print drivers. All departments interested in utilizing the printer option, should contact Nina Hershberger.

As the remaining copier equipment on campus begins to age, additional departments will be able to join the program. If your department needs a new copier, call Nina Hershberger at 631-8216 or e-mail at [nhershbe@nd.edu](mailto:nhershbe@nd.edu). ♦

## 2nd Annual Vendor Fair

*See Vendor Fair from page 2*

The staff from Procurement Services enjoyed meeting everyone to answer questions about purchasing policies and procedures as well as to explain the *buyND* e-procurement initiative. We would like to extend our thanks to all of those who participated in this event. ♦